

## Aoyama, Joyce

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**From:** Aoyama, Joyce  
**Sent:** Tuesday, August 20, 2013 3:13 PM  
**To:** Robinson, Lori  
**Cc:** Schuster, Jane  
**Subject:** RE: File Cleanup

**Categories:** Record Saved - Shared, Blue Category

Lorie,

I did some calling and we are approved for using EPA 171a(4) – kept 5 years for audit requirements.

I put the schedule in Versatile and added it to your box entry, explaining the 5 year retention. Please let me know if you have questions.

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CON-078  
(206) 553-2595 voice; (206) 553-0714 fax

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**From:** Robinson, Lori  
**Sent:** Tuesday, August 20, 2013 7:35 AM  
**To:** Aoyama, Joyce  
**Subject:** RE: File Cleanup

I have most of the form finished, just need to know about creating the box in Versatile and who or where does the form go.

Any time between now & ten. Or any time that is convenient to you.

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**From:** Aoyama, Joyce  
**Sent:** Monday, August 19, 2013 4:47 PM  
**To:** Robinson, Lori  
**Subject:** RE: File Cleanup

Of course Lorie,

Please send me a half hour invite for tomorrow. Sorry, I meant to see you today, but things got away from me.

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CON-078  
(206) 553-2595 voice; (206) 553-0714 fax

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**From:** Robinson, Lori  
**Sent:** Monday, August 19, 2013 10:41 AM  
**To:** Aoyama, Joyce  
**Subject:** RE: File Cleanup

So... of course I don't have a clue. Can you come see me? No rush.

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**From:** Aoyama, Joyce  
**Sent:** Monday, August 19, 2013 10:34 AM  
**To:** Robinson, Lori  
**Subject:** RE: File Cleanup

Hi Lori,

Please begin a new form and a new box in Versatile. You can start with the old form. I've updated the box entry to be consistent with the current procedures for entering destruction boxes so you can just make the changes there too. Please let me know if you have questions.

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CON-078  
(206) 553-2595 voice; (206) 553-0714 fax

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**From:** Robinson, Lori  
**Sent:** Monday, August 19, 2013 9:51 AM  
**To:** Aoyama, Joyce  
**Subject:** File Cleanup

Hi Joyce, in March 2012 we created forms for destroying old files. Can I add files to that form or do I have to start anew?

The files I'm cleaning out are Indian Land/Drinking Water Bacterial Lab Sample Slips from 2002 thru 2008.

Can I add the inches total to the above form?

Thanks

Lorie Robinson  
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